

Humanitarian Assistance Program

WHAT IS PURPOSE OF HUMANITARIAN ASSISTANCE (HAP)?

HA is a significant tool for achieving U.S. security objectives. HA is designed to assure friendly nations and allies of the U.S. support and provide basic humanitarian aid and services to populations in need. The Department of Defense seeks access to shape the military environment, help avert political and humanitarian crises, promote democratic development and regional stability, build local capacity, and enable countries to begin to recover from conflicts.

What type of project are eligible for funding?

- *EP* - Excess property
- *HA* - Humanitarian Assistance
- *HAEP* - Humanitarian Assistance and Excess property
- *HCA* - Humanitarian Civic Action
- *HMA* - Humanitarian Mine Action.

Example of HA projects include:

Rudimentary construction/renovation/repair of public buildings such as medical clinics, schools, orphanages, HIV/AIDS voluntary counseling and testing centers, disaster response facilities/warehouses, build rudimentary bridges, dig water wells/boreholes and repair/installation of water sanitation, waste treatment, or solid waste management systems. These projects must benefit the civilian population of the Host Nation (HN). Construction should not exceed a \$500K cost cap per project.

APPLICATION PROCESS / HAP PROPOSAL

Every proposal must include:

- A completed HAP application form ([Click here for application form](#))
 - An estimated budget
 - Land title or authorization of land usage, if applicable
 - A list of members of the community/organization and the community/ organization charter
 - A copy of the identification card of the community project manager
 - Proof of community funds (bank statement) and previous community contributions (purchase of materials and labor cost)
- Map to the site

Submission Period: Applications are accepted from January 1 through December 31st for the next year funding. Please send applications to:

**U.S. Embassy
Self Help Office,
B.P. 852
Lomé, Togo.**

Selection Period: Grantees will be notified once their project is approved for funding.

If your proposal is accepted for consideration, a representative from the Embassy will visit your project site to discuss your proposal with you and the association and to verify the details represented in your proposal. **A visit to your project in no way guarantees that it will be funded.**

QUESTIONS?

By previous arrangement with the HAP Coordinator, you are invited to visit the Development Office regarding any questions you may have, on the last Tuesday of the each month from 2pm – 4pm. **It is imperative that you have made an appointment beforehand via email or telephone otherwise you will not be on the access list and will not be allowed to enter the Embassy compound.**

Email: sshlome@state.gov

Telephone: 261 54 70 (Available hours: Mondays and Thursdays 10am – 12pm)